



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 17, 2016
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:08 p.m. by President Pease
Pledge of Allegiance – Led by President Pease
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Discovery Bay Pickleball Club – Presented request to the Board. There was discussion between the Board, General Manager and the Discovery Bay Pickleball representative.

C. PRESENTATIONS

1. PG&E update on gas line maintenance project in Discovery Bay
PG&E Outreach Specialist, Julian Lacson provided an update regarding the gas line maintenance project in Discovery Bay. There was discussion between the Board, General Manager and PG&E.
2. Review Draft Five-Year Water and Five-Year Wastewater Rate Studies covering the period FY 2017-18 through FY 2021-22
Bartle Wells Associates Allison Lechowicz, Financial Analyst – Provided additional details of item C-2. There was discussion between the General Manager, the Board and the Bartle Wells Financial Analyst.

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

1. **Director Steele** provided details of the Contra Costa LAFCO meeting he attended on February 10, 2016.
2. **Director Graves** provided details of the San Joaquin County LAFCO meeting he attended on February 11, 2016.

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of annual workshop meeting for January 30, 2016
2. Approval of DRAFT minutes of special (CS) meeting for January 30, 2016
3. Approval of DRAFT minutes of regular meeting for February 3, 2016
4. Approve Register of District Invoices
5. Board Member Training Sessions

Motion by: Director Simon to approve the Consent Calendar

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5 NOES: 0, ABSENT: 0

F. BUSINESS AND ACTION ITEMS

1. Proposal by Contra Costa Library System to provide limited library services in Discovery Bay
General Manager Howard – Provided the details of item F-1. There was discussion between the General Manager and the Board.

Contra Costa Library System representative provided details of the Discovery Bay Library Connection to the Board.

Motion by: Director Simon to approve the proposal from the Contra Costa Library System to provide limited library services in Discovery Bay and directs the Interim General Manager to execute any and all associated agreements between the Town and the Library System.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0, ABSENT: 0

2. Consideration of Facility Upgrades to Wastewater Treatment Plant #2 and the Community Center
General Manager Howard – Provided the details of item F-2. There was discussion between the General Manager, the Board and Parks & Landscape Manager Miller.

Motion by: Director Graves to approve the List of Projects and as projects move forward to report to the board a status update as well as costs on a monthly basis.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0, ABSENT: 0

3. Award of Change Order No. 1 and No. 2 for the Wastewater Treatment Plant No.2 Equipment Cover to McFadden Construction

General Manager Howard – Provided the details of item F-3.

District Engineer Harris – Provided additional details of item F-3.

Motion by: Director Graves to award the Change Order No. 1 and No. 2 for the Wastewater Treatment Plant No.2 Equipment Cover to McFadden Construction.

Second by: Director Leete

Vote: Motion Carried – AYES: 5, NOES: 0, ABSENT: 0

4. Adoption of Resolution No. 2016-XX Amending Town of Discovery Bay Employee Personnel Policy Manual

General Manager Howard – Provided the details of item F-4.

Motion by: Director Steele to adopt Resolution No. 2016-XX Amending Town of Discovery Bay Employee Personnel Policy Manual.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0, ABSENT: 0

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

H. VEOLIA REPORT

1. Veolia Report – Month of January 2016

Project Manager Berney Sadler – Provided the details of the January 2016 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, and the Board.

I. MANAGER'S REPORTS – Discussion and Possible Action

J. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Considerations for District Office redesign

General Manager Howard – Provided the details of item J-1. There was discussion between the General Manager and the Board

Each member of the Board bid farewell to General Manager Howard.

K. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Attebery – bid farewell to General Manager Howard.

L. COMMITTEE UPDATES – Discussion and Possible Action

Director Graves provided the Water & Wastewater Committee meeting report to the Board.

M. CORRESPONDENCE – Discussion and Possible Action

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

Director Simon requested that water conservation within the Town of Discovery Bay be added to an upcoming Board agenda.

P. ADJOURNMENT

The meeting adjourned at 8:15 p.m. to the next Regular meeting dated March 2, 2016 starting at 7:00 p.m.at the Community Center.

//sh – 02-22-16

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